

## Data Review Checklist

Title of associated QAPP: \_\_\_\_\_

✓, ✗, or N/A

### Data Format and Structure

- A. Are there any duplicate *Tag ID* numbers? \_\_\_\_\_
- B. Are the *Tag prefixes* correct? \_\_\_\_\_
- C. Are all *Tag ID* numbers 7 characters? \_\_\_\_\_
- D. Are TCEQ station location (SLOC) numbers assigned? \_\_\_\_\_
- E. Are sampling *Dates* in the correct format, MM/DD/YYYY? \_\_\_\_\_
- F. Is the sampling *Time* based on the 24-hour clock (e.g. 13:04)? \_\_\_\_\_
- G. Is the *Comment* field filled in where appropriate (e.g. unusual occurrence, sampling problems, unrepresentative of ambient water quality) and any punctuation deleted? \_\_\_\_\_
- H. *Source Code 1, 2* and *Program Code* are valid and used correctly? \_\_\_\_\_
- I. Is the sampling date in the *Results* file the same as the one in the *Events* file? \_\_\_\_\_
- J. Values represented by a valid parameter (*STORET*) code with the correct units and leading zeros? \_\_\_\_\_
- K. Are there any duplicate parameter codes for the same *Tag Id*? \_\_\_\_\_
- L. Are there any invalid symbols in the Greater Than/Less Than (*GT/LT*) field? \_\_\_\_\_
- M. Are there any tag numbers in the *Results* file that are not in the *Events* file? \_\_\_\_\_
- N. Have confirmed outliers been identified? (with a "1" in the *Verify\_flg* field) \_\_\_\_\_
- O. Have grab data (bacteria, for example) taken during 24-hr events been reported separately as RT samples? \_\_\_\_\_
- P. Is the file in the correct format (ASCII pipe-delimited text)? \_\_\_\_\_

### Data Quality Review

- A. Are all the values reported at or below the AWRL? \_\_\_\_\_
- B. Have the outliers been verified? \_\_\_\_\_
- C. Checks on correctness of analysis or data reasonableness performed?  
e.g.: Is ortho-phosphorus less than total phosphorus? \_\_\_\_\_  
Are dissolved metal concentrations less than or equal to total metals? \_\_\_\_\_
- D. Have at least 10% of the data in the data set been reviewed against the field and laboratory data sheets? \_\_\_\_\_
- E. Are all parameter codes in the data set listed in the QAPP? \_\_\_\_\_
- F. Are all stations in the data set listed in the QAPP? \_\_\_\_\_

### Documentation Review

- A. Are blank results acceptable as specified in the QAPP? \_\_\_\_\_
- B. Were control charts used to determine the acceptability of field duplicates? \_\_\_\_\_
- C. Was documentation of any unusual occurrences that may affect water quality included in the Event file Comments field? \_\_\_\_\_
- D. Were there any failures in sampling methods and/or deviations from sample design requirements that resulted in unreportable data? If yes, explain on next page. \_\_\_\_\_
- E. Were there any failures in field and laboratory measurement systems that were not resolvable and resulted in unreportable data? If yes, explain on next page. \_\_\_\_\_

✓ = Yes   ✗ = No   N/A = Not applicable

Describe any data reporting inconsistencies with AWRL specifications. Explain failures in sampling methods and field and laboratory measurement systems that resulted in data that could not be reported to the TCEQ. (attach another page if necessary):

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Date Submitted to TCEQ: \_\_\_\_\_

Tag ID Series: \_\_\_\_\_

Date Range: \_\_\_\_\_

Data Source: \_\_\_\_\_

Comments (attach README.TXT file if applicable): \_\_\_\_\_

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**Planning Agency's Data Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_